



1. Edmonton Catholic Schools recognizes its Catholic – Christian obligation to wise stewardship of all resources with respect to district facilities. It is the mandate of the district to ensure that all educational programs are being offered in a strong Catholic educational environment. The following principles reflect this understanding in:
  - a. the day to day operations of district facilities;
  - b. the development of a Capital Plan for future facility needs;
  - c. the consideration of multi-use facilities.

• **Presence of Catholic Education**

We have an obligation to ensure that through our schools there is a Catholic education presence throughout Edmonton.

• **Fiscal Responsibility**

We have a responsibility to use resources in a reasonable and efficient manner, from a standpoint of effective and prudent facilities management. We are accountable to Alberta Education, Alberta Infrastructure, and the Catholic community of Edmonton for responsible facilities management.

• **Physical Environment**

We believe that God is present everywhere. Our schools therefore, have a responsibility to reflect the sacredness of our physical environment through design and display. All schools need to provide a physical environment that is safe, comfortable, aesthetically pleasing, and functional for teaching and learning.

• **School Buildings**

Edmonton Catholic Schools will make every effort to maximize the use of existing space. An emphasis will be placed on reasonable transportation rather than adding portables to existing schools or building new schools in order to enhance space utilization.

• **Multi-Use Facilities**

- Edmonton Catholic Schools does not support a joint school facility where a Catholic school is attached directly to a public school, in which they share an adjoining wall. Where a multi-use facility has a Catholic and non-Catholic school, there must be a third party in the middle section that separates the two schools, which is deemed to be agreeable and beneficial to both school boards. Examples of third parties who we would find acceptable would be Capital Health, YMCA, Parks and Recreation, Alberta College, NAIT, Grant McEwan College, and the like.
- There must be a written guarantee from government that should space become available in one of the schools, and that the other school is in need of space, that there will be no encroachment from one school into the other school's wing to meet space needs;
- There will be no sharing of any educational space in a multi-use facility;



- Both schools must offer the same grade level programming (i.e.: both programs are kindergarten to grade 6)

- **Acceptable Use of Existing Space by Schools**

Individual school space utilization must reflect space needed rather than space wanted for the delivery of the educational program. The school district will utilize surplus space for leasing or alternative purposes.

- **Leases and Rentals**

The district should continue to actively pursue the leasing or alternate use of surplus space. Preference will be given to leases that improve the utilization rate (exempt). Leases and rentals must be congruent with the values of the school district.

- **Demographic and Utilization Information**

Demographic and utilization information will be reviewed before a request for a new school is considered to ensure that no viable options exist in adjacent neighborhoods.

- **Utilization**

Consideration be given for the improved utilization of all existing schools and that schools with low utilization be factored into decisions regarding program relocations. Options to be considered in underutilized schools include demolition and exempt leasing of excess space.

- **Focus Schools/Programs**

Focus schools/programs that require modifications will be considered a priority in the development of the District Capital Plan.

2. Procedures for making application for use of facilities vary with the community group.
  - a. Groups wishing to use the school buildings or grounds under the *Joint Use Agreement* must submit an application in writing to Community Services, City of Edmonton.
  - b. All other groups must communicate their requests for space to the rentals clerk at the Service Centre of the district (453-4514).
  - c. Applications should be received at least two weeks prior to the date requested.
  - d. A single application may be made for a series of stated meetings of like character.
3. Community groups using district facilities must adhere to district guidelines.
  - a. All members of a group using district facilities must abide by district policies and regulations.
  - b. Adequate supervision must be provided.
  - c. Groups may use only the areas of the school that are specified on the permit.
  - d. In cases of any malfunctioning of equipment, or any other emergency, the school custodian must be immediately contacted and his/her directions must be followed.
  - e. No school equipment, except tables and chairs, may be used unless the permission has been arranged at the time of application.

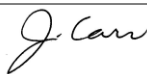



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## Administrative Regulation 600

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- f. All functions must terminate at the time stated and the building vacated within 1/2 hour of the stated termination time.
  - g. Public dances or receptions are prohibited in all district buildings. Established
  - h. cancellation procedures must be adhered to.
  - i. The violation of these guidelines, or the *Guidelines Governing Joint Use Facilities*, or any improper conduct on the part of any member of a group using school premises, may result in immediate cancellation of the right to use the district facilities.
4. The overnight use of a school for sleeping purposes for students in the district is not permitted. Overnight use that involves third party groups of individuals may be considered:
    - a. The request must be made to the assistant superintendent of Facilities Services through the rentals clerk at the Service Centre.
    - b. If the assistant superintendent of Facilities Services approves the request, the principal will then be contacted for permission and arrangements.
  5. Whenever possible off-street parking facilities will be provided for staff. No obligation exists to provide parking or energized parking to staff.
  6. The following centres are available for inservice and other meetings of district staff and for community and general public use at a cost recovery basis:
    - a. St. Anthony District Archives & Meeting Centre (439-7356)
    - b. Service Centre (453-4514).

Reference: School Act Section 62(1.c), 195,197	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 119, 604	Date(s) Revised: June 13, 2000, June 12, 2002 October 15, 2003; March 15, 2005